

**JOB DESCRIPTION**  
**USTA Southern California LEAGUE TENNIS - AREA LEAGUE COORDINATOR**

- Position Title:** USTA/SCTA League Tennis – Area League Coordinator – **San Diego County**
- Purpose of the Position:** To coordinate and supervise the USTA Southern California Adult League Tennis program in San Diego.
- Time Commitment:** Hours vary depending on the size of the area and how many leagues are offered.
- Supervisor:** Section League Coordinator
- Qualifications:**
- Strong organizational, written and oral communications skills.
  - Working knowledge of the USTA Southern Cal League Tennis Program Regulations.
  - Must have a computer and working knowledge of the Tennis Link Database.
  - Current Member of USTA
  - Knowledge of local tennis facilities and general understanding of their operation.
- Responsibilities:**
- Develop and publish Local League Match Schedules, adhering to USTA Guidelines
  - Recruit and train team captains, local league coordinators (LLC) and local volunteers necessary to run a successful program.
    - Organize and conduct captain's meetings in order to provide information and distribute USTA/SCTA League Tennis materials and Captains Gifts
    - Develop and administer Local Area Policies which must conform to the USTA National and SCTA Regulations.
    - Identify and resolve local league issues and complaints while keeping the section league coordinator informed of decisions.
    - Appoint a Local League Grievance Committee and a Grievance Appeal Committee to address all local complaints alleging a violation to National/ SCTA/Local Regulations during local league competition.
  - Identify Local League Winners (LLW) are after each season and forward to SLC
  - Assist at Section Playoffs and Sectionals at tournament desk or elsewhere as needed.
  - Develop a working relationship with the media, local clubs and CTA's in order to promote and grow the USTA/SCTA League Tennis program.
  - Attend the Annual Area League Coordinator's meeting and participate in conference calls and training.
  - Be able to explain the Sectional and National League Regulations to local captains and players.
- Benefits:**
- Identify as a tennis leader in the community by being associated with the country's largest recreational tennis league with over 800,000 participants nationwide.
  - Commissions of \$7.00 per player paid in accordance with the Independent Contractor Contract
  - Opportunity to expand tennis participation from grass roots to the advanced level and participate in ALC Bonus Plan
  - Invitation to attend the SCTA Annual Meeting - dinner included.